

RESIDENTIAL BUILDERS AND M & A CONTRACTORS
**** RENEWAL & CONTINUING COMPETENCY REQUIREMENTS ****

How many hours of continuing competency do I need to report at the time of renewal?

MCL 339.2404b(2) An individual who receives his or her initial license under this article as a residential builder or a residential maintenance and alteration contractor on or after January 1, 2009 shall successfully complete at least 3 hours of activities demonstrating continuing competency in each calendar year, during the first 6 calendar years of licensure, and 21 hours in each 3-year time period after the issuance of his or her license. At least 3 hours shall be devoted to those activities designed to develop a licensee's understanding and ability to apply state building codes and laws relating to the licensed occupation, safety, and changes in construction and business management laws. A licensee who has held a license for more than 6 years or who has not been the subject of a final order under subsection (3), at least 3 hours of activities demonstrating continuing competency in each license cycle that includes 1 hour of codes, 1 hour of safety, and 1 hour of legal issues as described in this subsection.

You can verify your license issuance date by visiting www.michigan.gov/licenselookup

What courses and activities can I complete to fulfill the continuing competency requirement?

R 338.1564(1) Rule 64. (1) Activities demonstrating continuing competency as required under MCL 339.2404b, such as courses and alternate activities, may include any of the following:

- (a) Courses referenced in MCL 339.2404b(4).
- (b) Successful completion of a college course.
- (c) Successful completion of a comprehensive test being administered by the department or by a third party under contract with the department to offer prelicensure examinations.
- (d) Participation in a school-sponsored mentoring program.
- (e) Presenting or attending a seminar, in-house course, workshop, or technical presentation made at a meeting, convention, or conference by a trade association, research institute, risk management entity, manufacturer, supplier, governmental agency, consulting agency, or other entity.
- (f) Publication of an article in a trade journal or a regional magazine as an expert in the field.
- (g) Active participation in an occupational or technical society, state advisory or review committee.
- (h) Serving as a member or attending a state residential builders' and maintenance and alteration contractors' board meeting.
- (i) Serving as a member or attending a state construction code commission meeting.
- (j) Participating in a company sponsored seminar or training to enhance professional development.
- (k) Participating in a code hearing conducted by the international code council or bureau of construction codes.
- (l) Participating in research conducted in conjunction with a college or university, trade association, or manufacturer.
- (2) The subject matter of courses and alternate activities shall meet the minimum requirements of MCL 339.2404b(2), and any additional requirements shall be relevant to the licensed occupation and may include any of the following:
 - (a) Prelicensure course areas listed in MCL 339.2404b(1).
 - (b) The residential maintenance and alteration contractor crafts and trades listed in MCL 339.2404(3).
 - (c) Accounting and safekeeping for monies received from a customer, including requirements of 1931 PA 259, MCL 570.151, regarding building contract fund.
 - (d) Accounting, finance, and taxes.
 - (e) Personnel management.
 - (f) Communication and customer service.
 - (g) Environmental or land use analysis.
 - (h) Life safety.
 - (i) "Green" building.
 - (j) Zoning and governance policies and procedures.
 - (k) Mold, lead, asbestos, or other hazardous material mitigation.

(3) Under MCL 339.2404(6), the licensee shall maintain documentation that is sufficient to verify participation in a course or activity, and time spent in meeting the continuing competency requirements under the act.

R 338.1566(3) A continuing competency course or an alternate activity may be earned through distance learning.

Aside from the 1 hour in building codes and laws, 1 hour in safety, and 1 hour in changes in business and construction management law, what are the “other topics?”

R338.1564(2) The subject matter of courses and alternate activities shall meet the minimum requirements of MCL 339.2404b(2), and any additional requirements shall be relevant to the licensed occupation and may include any of the following:

- (a) Prelicensure course areas listed in MCL 339.2404b(1).
- (b) The residential maintenance and alteration contractor crafts and trades listed in MCL 339.2404(3).
- (c) Accounting and safekeeping for monies received from a customer, including requirements of 1931 PA 259, MCL 570.151, regarding building contract fund.
- (d) Accounting, finance, and taxes.
- (e) Personnel management.
- (f) Communication and customer service.
- (g) Environmental or land use analysis.
- (h) Life safety.
- (i) "Green" building.
- (j) Zoning and governance policies and procedures.
- (k) Mold, lead, asbestos, or other hazardous material mitigation.

For information on courses and activities in your area, you may contact your local builders' association, a prelicensure course provider, the Bureau of Construction Codes, or MIOSHA.

How do I prove that I fulfilled the continuing competency requirement?

MCL 339.2404(6) Beginning December 21, 2007, a licensee shall maintain documentation, for at least 5 years, of activities meeting the continuing competency requirements as prescribed under this article.

MCL 339.2404b(9) The department may audit a predetermined percentage of licensees who renew in a year for compliance with the requirements of this section. Failure to comply with the audit or the requirements shall result in the investigation of a complaint initiated by the department, and the licensee is subject to the penalties prescribed in this act.

**Do I need to have a current copy of the Michigan residential code?
How can I get one?**

- A renewal applicant must state that he/she has a current copy of the Michigan Residential Code.
- The 2009 Michigan Residential Code book is available to purchase from the International Code Council. In order to take advantage of the Michigan discount, please link to the book from the Bureau of Construction Codes website at www.michigan.gov/bcc. You will find the link to the code book on the right side of the page by selecting “Purchase Codes, Rules and Acts”. Or you may call the International Code Council directly to order the book at (800)786-4452 or visit their site at www.iccsafe.org/store.
- The 2009 Michigan Residential Code book may be purchased by stopping in at the Bureau of Construction Codes, 2501 Woodlake Circle, Okemos, MI 48864. The Bureau keeps a limited supply and does not ship books. Contact the Bureau at (517) 241-9313 for availability of books.

Contact the Department of Licensing and Regulatory Affairs, Corporations, Securities & Commercial Licensing Bureau, at (517) 241-9288 or visit www.michigan.gov/builders if you have questions on the renewal application.